



e-filing Quick Reference Guide

Connecticut Judicial Branch

www.jud.ct.gov

Efile@jud.ct.gov

EServices@jud.ct.gov

ENROLLING FOR E-SERVICES

Type www.jud.ct.gov in the Address bar



E-Services

- Click **Enroll** to complete the application form and your password will be mailed to you.
- Click **E-file Information** to learn about Technical Information, FAQs, and Support Information

E-FILING A NEW CASE

- **Log in** and click on **Civil EFiled** from the blue menu bar on the E-Services home page
- Click **E-file a New Case** from the blue menu bar on the Civil E-Filing home page.
- Select the case type and indicate whether the case includes a PJR.

Note: Cases which include an application for a PJR cannot be initiated electronically at this time.

- Fill in the information from your summons on the **Basic Summons Information** page, including court location, return date, juris number, and party information

Note: If the party is an Administrator or Executor, choose "Corporation" instead of "Person" from the drop-down menu. A corporation name cannot begin with a numeric character, *i.e.*, 25 Spring St. It must be entered as *Twenty-five Spring St.* A government agency or entity should be entered as *Hartford, City of*, not *City of Hartford*.

- Attach the supporting documents from your files.

Note: You must create **three** separate PDF documents: a summons, a complaint, and a marshal's return.

- Check the accuracy of the information as well as the correctness and quality of the documents attached at the screen titled "Review Data and Documents."

Note: Be sure to scroll through your entire document by using the navigation buttons in each document window.

- Use the **Change Information** button at the bottom of the page to go to the prior screens to make corrections or use the **Change Case Type** button to change the case type.
- Use your **individual** juris number to sign the certification.
- Click in the box under **Process Payment** and then on **Proceed to Payment**.

GETTING STARTED WITH E-FILING

- When logging in for the first time after receiving your password, before e-filing, change the original password you received by mail.
- When you log in with a juris number, any case activity will be attributed to that juris number.
- When you electronically "sign" a motion, pleading, or document, you must use your **individual** juris number, regardless of the log-in juris number.
- When maneuvering through the e-filing system, to avoid the loss of data, use the navigation buttons in the system, not the buttons on the Internet toolbar.

E-FILING A NEW CASE (CONTINUED)

Note: To leave items in the Shopping Cart, do not click **Process Payment**.

- Select your payment method: MasterCard, Visa, or electronic check.
- Fill in the required information for processing

Note: The Branch does not retain credit card information or bank account information.

- Click on **Process Payment** and a confirmation screen that contains the docket number and the confirmation number associated with payment will appear.

- Print a copy of this confirmation screen for your file

Note: You must retain the original case initiation documents throughout the pendency of the action, any appeal period, and any applicable appellate process.

E-FILE AN APPEARANCE

- Click on **Select Case** or **Party Search** from the **Civil EFiled** blue menu bar to locate the case.
- Fill in the requested information and **Click Here** to arrive at the **Case Detail** screen.
- Select **Appearance** as the case activity and click **GO**.

Note: This is the only option you will have in a file in which you have not yet filed an appearance.

- Fill in the requested information and click **Continue**

Note: If you are appointed as a Committee in a foreclosure action, "Committee" will appear on the screen as a party plaintiff to allow you to file your appearance in the case.

- Review the appearance document that appears in the document window for accuracy.

Note: This is a system-populated form (see [Quick Questions](#) on the next page) so you must print or save a copy for your file. You do not create this form; the e-filing system creates it.

E-FILE MOTIONS/DOCUMENTS

Motions or documents may only be electronically filed in cases that have docket numbers beginning with a **5** or a **6**, for example, HHD CV 06 **5**000125 or FBT CV 06 **6**000024.

Under **E-File A Motion/Document**, click on **Select Case, List My Cases** or **Party Search** to get to your case. Click the drop-down arrow to select **E-File A Pleading Or Motion**. Click **GO**. You will see instructions at the top of the page.

- Click on a category on the left side of the screen to find the motion, pleading or document you wish to e-file. You may also use the search mechanism at the top of the page to find what you need. Use as few words as possible in the search field.
- Depending on your selection, you will generate a system-populated form or you will be asked to attach a PDF document that you have created in your word processing system or that you have scanned in and converted to PDF.

Note: If you are filing an affidavit, you must scan in the original, fully executed affidavit and convert it to PDF. Retain the original affidavit throughout the pendency of the action, any appeal period, and any applicable appellate process.

- Either type of document will be displayed for your review in a window. You may click on the **Print** button in the tool bar to print a copy to send to opposing counsel. You may also click on the **Save** button to save a copy in your file.
- You must complete the certification section by clicking in the box next to **Certification** and entering your **individual** juris number in the appropriate box.
- You must send opposing parties copies of your e-filed documents, pleadings and motions.

Note: Sec. 10-13 of the Practice Book permits the electronic delivery of copies of electronically filed documents. Sec. 10-14 of the Practice Book provides the appropriate certification language to include when a document is electronically delivered.

- A **Confirmation Screen** is displayed once you have successfully e-filed. Print this screen or save it electronically for your records.
- In general, you must file each Motion/Document separately. However, if you are filing a Motion for Acceptance of Committee Report, a Motion to Award Committee Fees, a Motion to Award Appraisal Fees, or a Motion to Approve Sale and Deed, you may file all of these motions (or several of them) in a single PDF document as a Multi-Request Document.

Note: The Committee Report and the Proposed Committee Deed must be attached and filed as separate PDF documents.

- If payment is required for e-filing, you may wait to pay for all items at the end of your e-filing session. Any unpaid items will appear in **My Shopping Cart**. You will not receive confirmation of filing until you have paid for the item.

Note: If you have items in **My Shopping Cart**, a warning will appear when you attempt to log out of the e-filing system. You may access **My Shopping Cart** from the link that appears on this warning page or by clicking on the **My Shopping Cart** link in the blue menu on the E-Filing home page or on the Case Detail screen.

MY SHOPPING CART

Documents Summary	Fee Amount	Process Payment?
FAIRFIELD COUNTY BUI v. JOHNSON, ARLEN	\$225.00	<input type="checkbox"/>
Summons		
Filing Fee Owed: \$225.00		
		Total Amount: \$225.00

Pay by Credit Card Pay by Check Add Additional Filings

- Place a check in the box to the right of all items to be processed and select payment method: Visa, Mastercard or e-check.
- Fill in the required information and click **Process Payment**.
- **Note:** Any unpaid items will remain in the Shopping Cart until 4:00 AM, when all unpaid items will be purged from the system.
- Upon payment, you will see a confirmation screen, including a Confirmation Number connected to your payment. *Be sure to print or electronically save this confirmation screen for your records.*

QUICK QUESTIONS ON E-FILING

What is a PDF?

Short for *Portable Document Format*, a PDF is a file format that retains the way a document looks regardless of the software used to create the file. Information on PDF conversion and software is available on the e-filing home page.

What are system-populated forms?

These are forms created within the e-filing system. The system takes the information already in the file and fills in the majority of the fields in the form. There are six types of system-populated forms: appearances, reclaims, motions for continuance, withdrawals (except for withdrawals of appearance), certificates of closed pleadings, and jury claims.

How can I access judicial notices online?

Judicial notices for e-filable cases are available online in the e-filing system from the **Case Detail** screen by clicking on **View Documents** and then clicking on **Judicial Notices**.

How can I access scheduling information online?

Scheduling information for all cases is available both from the **Case Detail** screen in the e-filing system and from the Judicial Branch Case Look-up located on the home page.

How do I sign an electronically filed document?

An electronic signature is the individual juris number of the attorney signing the pleading. The user enters the individual juris number in the designated field in the system. Although that juris number is the signature, a filer may also want to include **one** of the following on the signature lines of the document: the individual juris number, a typed name, a facsimile signature, **or** a pen-to-paper signature.